



# Welcome



## Individualized Newcomer Treatment & Orientation (INTRO) Manager Program

***673d Air Base Wing - Home of America's Arctic***



# Important Info

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- **1. Appointment letter signed by SQ Commander assigning 1 primary and 2 secondary Unit Sponsor Coordinators.**
- **2. Contact Mr. James Brown in the PSM office to gain access to your squadron's products folder.**
- **3. Check folder daily for allocation RIPS (RRLOSA-Enlisted RRLOSO-Officer)**



# Allocation Notice

## Page 1



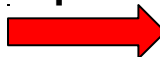
Wed Dec 08 14:57:37 2010

PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)

FROM: PERSONNEL EMPLOYMENT

SUBJ: ALLOCATION NOTICE/SPONSOR APPOINTMENT

**Verify The Squadron**



TO: 3 EQUIPMENT MAINT SQ FFBRR0/COMDR  
ELMENDORF AFB AK 995060000 (EL0RFBRR)

**Verify  
AFSC**



1. THIS NOTICE IS TO INFORM YOU OF THE FOLLOWING PROJECTED GAIN AND GIVE YOU THE INFORMATION CONTAINED IN THE TRANSACTION RECEIVED FROM AFPC.

A1C STANLEY, JOSHUA A [REDACTED] 2A631C 31 JAN 2011

LOSING BASE: 23 AIRCRAFT MAINT SQ FFKFG0  
MOODY AFB GA 316990000

LOSING MPF: 23 FSS  
3010 ROBINSON ROAD  
MOODY AFB GA 31699-5065

2. PLEASE INSURE THE PROJECTED DUTY AND SPONSOR INFORMATION ON PAGES 3 AND 4 IS COMPLETED, AND YOU OR A DESIGNATED REPRESENTATIVE CERTIFY IT. IF YOU ARE IN A PC-III UNIT, ACTION SHOULD BE TAKEN TO UPDATE THIS INFORMATION INTO THE SYSTEM. IF NOT, RETURN A COMPLETED COPY OF PAGE 4 TO MPF/INTOR AND PAGE 3 TO MPF/PERSONNEL EMPLOYMENT NLT [REDACTED]. PROJECTED POSITION NUMBER AND ANY OTHER DUTY INFORMATION PROVIDED MAY BE CHANGED PRIOR TO MEMBER'S ARRIVAL BY THE ORDERLY ROOM (PC-III UNIT) OR BY MPF/PERSONNEL EMPLOYMENT (NON PC-III UNIT).

3. IN CONJUNCTION WITH APPOINTING A SPONSOR, PLEASE FORWARD A WELCOME LETTER AND A BASE FACT SHEET IAW AFI 36-2103 AND PROVIDE A COPY OF THIS NOTICE TO THE SPONSOR.

4. THE TRANSACTION CONTAINED THE FOLLOWING NARRATIVE REMARKS.  
RNLTD CHANGE ONLY TO ALLOW FOR OUTPROCESSING. JEB/DPAA4



# Allocation Notice

## Page 2



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**For informational  
purpose**

PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)

PROJ NAME SSAN PROJ AFSC RNLTD  
AIC STANLEY, JOSHUA A 2A631C 31 JAN 2011

\*\*\* PROJECTED REASSIGNMENT INFORMATION \*\*\*

ASG ACT NUM:	1100NS0234	ASG SEL DATE:	22 FEB 2010
ASG ACT RSN:	EXTENDED TOUR PROGRAM /	SPEC EXP ID REQD:	
PREF MATCH ID:	4TH OVERSEAS PREFERENCE	AUTHORIZED GR:	
FUNCT CAT:	PERMANENT PARTY	PAS NUMBER:	EL0RFBBR
DUTY LOC:	FXSB	CONTROL AFSC:	2A631C
COUNTRY/STATE:	ALASKA	OS TOUR LENGTH:	GP18 - 36 MOS FOR BOTH
ACC AND UNACC			
GAINING MUG:	Y	PCS ID:	ROTATIONAL
TNG ENROUTE:	YES	DEPARTURE DATE:	15 DEC 2010
ASG RESTRICT WAIVER:	NOT APPLICABLE		
PPC1/PPC2:	9KC	SECUR CLR REQD:	NO CLR-INVEST
REOPENED(OBSOLETE)			

\*\*\* PERSONAL/QUALIFICATION DATA \*\*\*

DATE OF SEP:	20 APR 2015	DATE OF RANK:	19 JUN 2009
TAFMSD:	21 APR 2009	CAT OF ENLISTMENT:	1
EAD DATE:	21 APR 2009	PAY DATE:	21 APR 2009
PROJ GRD:		DATE OF BIRTH:	19 JUL 1987
SEX OF SVC MEMBER:	M	NUMBER DEPNS:	0
OFFICE SYMBOL:	MXACS	DUTY PHONE:	2577738
MARITAL STAT:	S	UIF:	
DEPN CHILDREN:		UIF DISPOSITION DT:	
SSAN SPOUSE:		AGE TEST SCORES:	ADMIN: 88 GEN: 88
EPR HISTORY (LAST 3:) RATING	DATE	ELECT: 89 MECH: 91	
4	01 OCT 2010	READY PROGRAM DATA:	

FOREIGN LANGUAGE PROFICIENCY BONUS - 1ST DATE:  
2ND DATE:

SEC CLEAR:	SECRET	SEC TYPE INV:	NAC, LAC & CREDIT
SEC CMP DT:	29 MAY 2009	SEC STAT DT:	02 JUL 2009
PRP STATUS:	DISQUAL (NOT	TNG STAT:	INITIAL UGT 5LVL
PRP STAT DATE:	24 SEP 2009		
CAFSC:	2A631C	CAFSC SEI:	
PAFSC:	2A631C	2AFSC:	
PAFSC SEI/1:		2AFSC SEI/1:	
PAFSC SEI/2:		2AFSC SEI/2:	
PAFSC SEI/3:		2AFSC SEI/3:	
PAFSC SEI/4:		2AFSC SEI/4:	
PAFSC SEI/5:		2AFSC SEI/5:	

\*\*\* DUTY INFORMATION \*\*\*

DAFSC/EFF DT: 2A631C 16 OCT 2009 DUTY TITLE: AEROSPACE PROPULSION  
APPRENTICE  
UNIT: 23 AIRCRAFT MAINT SQ FFKFG0

RRGANA - 2 (Concurrent Request: 7738876)

**673d Air Base Wing - Home of America's Arctic**



# Allocation Notice

## Page 3



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PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)

\*\*\* AEF INFORMATION \*\*\*

AEF INDICATOR: EF AEF START DATE: 16 OCT 2009 AEF STOP DATE:

GRD NAME SSAN PROJ AFSC RNLT  
AIC STANLEY, JOSHUA A [REDACTED] 2A631C 31 JAN 2011

\*\*\* PROJECTED DUTY INFORMATION \*\*\*

THE COMMANDER OR A DESIGNATED REPRESENTATIVE MUST CERTIFY THE FOLLOWING INFORMATION. IT MUST BE UPDATED AS SOON AS POSSIBLE, USING THE PROJECTED DUTY UPDATE - INBOUND APPLICATION IN PC-III OR THE APPROPRIATE UPDATE IN THE PERSONNEL DATA SYSTEM.

1ST IND, /CC

TO:

PROJ POSN NR: 02203020R PROJ DAFSC: 2A631C

ORG STRUCTURE ID: OR112 COMMAND LEVEL: \_\_\_\_\_

PROJ GAINING PAS: ELORFEBR  
(IF DIFFERENT)

DUTY TITLE: AEROSPACE PROPULSION APPRENTICE

\*\*\* OTHER INFORMATION \*\*\*

ALTHOUGH, THE FOLLOWING INFORMATION CAN'T BE UPDATED UNTIL THE MEMBER HAS ARRIVED AND HAS BEEN GAINED IN-SYSTEM TO YOUR BASE, THIS INFORMATION IS IMPORTANT AND SHOULD BE DETERMINED PRIOR TO THE MEMBERS ARRIVAL.

OFFICE SYMBOL: MXMTF DUTY PHONE: 551-5397

PRP/SCI STATUS: \_\_\_\_\_ ASG AVAIL CODE/DATE: \_\_\_\_\_

MBRS REPORTING OFFICIAL: SSgt Jason Clark/XXX-XX-XXXX  
(GRADE/NAME/SSAN)

MEMBER WILL RATE: \_\_\_\_\_

READY PROGRAM DATA: \_\_\_\_\_

IMMUNIZATION AREA ID: \_\_\_\_\_  
MEMBER WILL BE THE FIRST LEVEL SUPERVISOR FOR 3 OR MORE CIVILIANS IN ANY OF THE FOLLOWING CATEGORIES.  
APPROPRIATED FUND EMPLOYEES (YES/NO)  
NONAPPROPRIATED FUND EMPLOYEES (YES/NO)

RRGANA - 3 (Concurrent Request: 7738876)

Position #  
If Different

AFSC must match  
position number  
provided in MilPDS  
Projected Duty Title

Office Symbol

Duty Phone #

Supervisor Information



# Notes:

## Allocation Notice Page

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- **Position # & AFSC:** If Proj AFSC does not match AFSC that is at the top of allocation notice(example: Rip says 2A631C but SQ wants member placed in a 2A651C position number) we will not be able to update information until members arrival.
- **Proj Gaining PAS:** Only complete this section if the projected gaining unit will be different than what is at the top of page 1
- **Duty Title:** Abbreviate if possible as we only have 31 characters including spaces.
- **Member's Reporting Official:** Must be Rank, Last, First and FULL SSN





# Allocation Notice

## Page 4



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PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)

**Verification**



(COMMANDER/DESIGNATED REPRESENTATIVE SIGNATURE/GRADE)

GRD NAME SSAN PROJ AFSC RNLTD  
A1C STANLEY, JOSHUA A 2A631C 31 JAN 2011  
GAINING UNIT: 3 EQUIPMENT MAINT SQ FFBRO

\*\*\* SPONSOR INFORMATION \*\*\*

SPONSOR INFORMATION MUST BE UPDATED USING THE INCOMING SPONSOR UPDATE APPLICATION OR IN BLPS.

**Sponsor full name**



GRADE/NAME  
OF SPONSOR:

SSgt JOHN AMBRUS

SSAN: XXX-XX-XXXX

**Sponsor SSN**



OFFICE SYMBOL: MXMTP DUTY PHONE: 551-5397 HOME PHONE: 907-332-0082

**Sponsor phone #**



**Sponsor address**



HOME ADDRESS: 3458 Lunar Drive / Anchorage 99504

MAILING ADDRESS: (IF DIFFERENT FROM HOME)

**Verification**



(COMMANDER/DESIGNATED REPRESENTATIVE SIGNATURE/GRADE)

\*\*\* INFORMATION FOR SPONSOR \*\*\*

1. AS THE APPOINTED SPONSOR, YOU SHOULD (SEE AFI 36-2103)

A. INITIATE CONTACT, EITHER BY MAIL OR TELEPHONE (MAIL IS PREFERRED) WITHIN 4 DAYS AFTER RECEIVING THIS NOTIFICATION. BE SURE TO PROVIDE YOUR MILITARY/HOME ADDRESS AND DUTY/HOME PHONE NUMBERS.

B. PROVIDE ANY INFORMATION THAT THE NEWCOMER SPECIFICALLY REQUESTS. FORWARD A SPONSOR KIT IN THOSE CASES WHERE RECEIPT IS ASSURED.

C. MAKE TEMPORARY BILLETING OR OTHER HOUSING ARRANGEMENTS AS THE NEWCOMER REQUESTS.

D. BE PREPARED TO ASSIST THE NEWCOMER AFTER ARRIVAL.

2. REFER ANY QUESTIONS TO YOUR UNIT INTRO MANAGER.

RRGANA - 4 (Concurrent Request: 7738876)

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# Notes:

## Allocation Notice Page

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- **Commander/Designated Representative:** If your commander signs an appointment letter designating you the POC you can sign this area. We will send allocations back to the unit if the signature is missing.
- **Sponsor Information:** Rank & Full name, FULL SSN, Duty phone, home/cell phone& address of sponsor.
- **If any of the above information is not included on the allocation notice we will send back to squadron to be resubmitted.**





# Inprocessing

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- **Beginning Monday 7 Feb 2011 JBER In-processing will take place in Rm. 118 in the People Center at 1200 Mon-Fri, Members should be in place NLT 1150.**
- **At this time JBER Orientation/FTAC will be scheduled. JBER Orientation will be held every Tuesday beginning at 0730 and ending at 1700.**
  - **Note: Members MUST attend base In-Processing prior to going on PTDY for house-hunting.**



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# Any Questions??

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